



Ameren Supplier

S2 New Oracle eBusiness Features



Ameren Supplier
E2.1.1 Oracle 12.1.3 Upgrade

Step 1

The most significant change accompanying the upgrade is the layout of your **Oracle Applications Home Page**.

* **Main Menu** responsibilities (**iSupplier Portal Full Access**, **Supplier Time Card Super User**) are currently viewed and chosen across 2 columns which cover much of the Home Page. With the upgrade they will be shown **condensed** in an **expandable tree format**.

** A **Notifications** link is currently available in the right-hand column of your responsibilities list, for each responsibility. **ALL** Notifications will now be included in a **Worklist** covering a majority of your Home Page.

The screenshot displays the Oracle Applications Home Page for the Ameren E-Business Suite. The page includes a header with the Ameren logo and a search bar. Below the header, there are two main sections: the Main Menu and the Worklist.

Main Menu: This section contains a list of responsibilities, including:

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
- AMCCTM Supplier Time Card User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
- AMPOS iSupplier Portal Full Access
- AMPOS Supplier Profile Manager
- Supplier Profile & User Manager
- Supplier Profile Manager
- Supplier Profile Manager (View-only Contact Directory)

Worklist: This section displays a table of notifications. The table has columns for From, Type, Subject, Sent, and Due.

From	Type	Subject	Sent	Due
Ahlers(Purchasing 1150), Timothy	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 598099	09/12/2012	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance	04/08/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536397,1 requires your acceptance	04/05/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Contract Purchase Agreement 535765,0 requires your acceptance	03/31/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536916,3 requires your acceptance	04/08/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535955,1 requires your acceptance	04/05/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535939,3 requires your acceptance	04/08/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536824,3 requires your acceptance	09/01/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536397,3 requires your acceptance	04/05/2011	
Bishop(PPMC), Sherry	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 545184	08/30/2011	

Step 2

Oracle Applications Home Page

Ameren E-Business Suite

Enterprise Search: All [Go] Search Results Display Preference: Standard

Logged In As: PROCESS_PL

Main Menu

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User** (expanded)
- AMCCTM Supplier Time Card User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
- AMPOS iSupplier Portal Full Access
- AMPOS Supplier Profile Manager
- Supplier Profile & User Manager
- Supplier Profile Manager
- Supplier Profile Manager (View-only Contact Directory)

Worklist

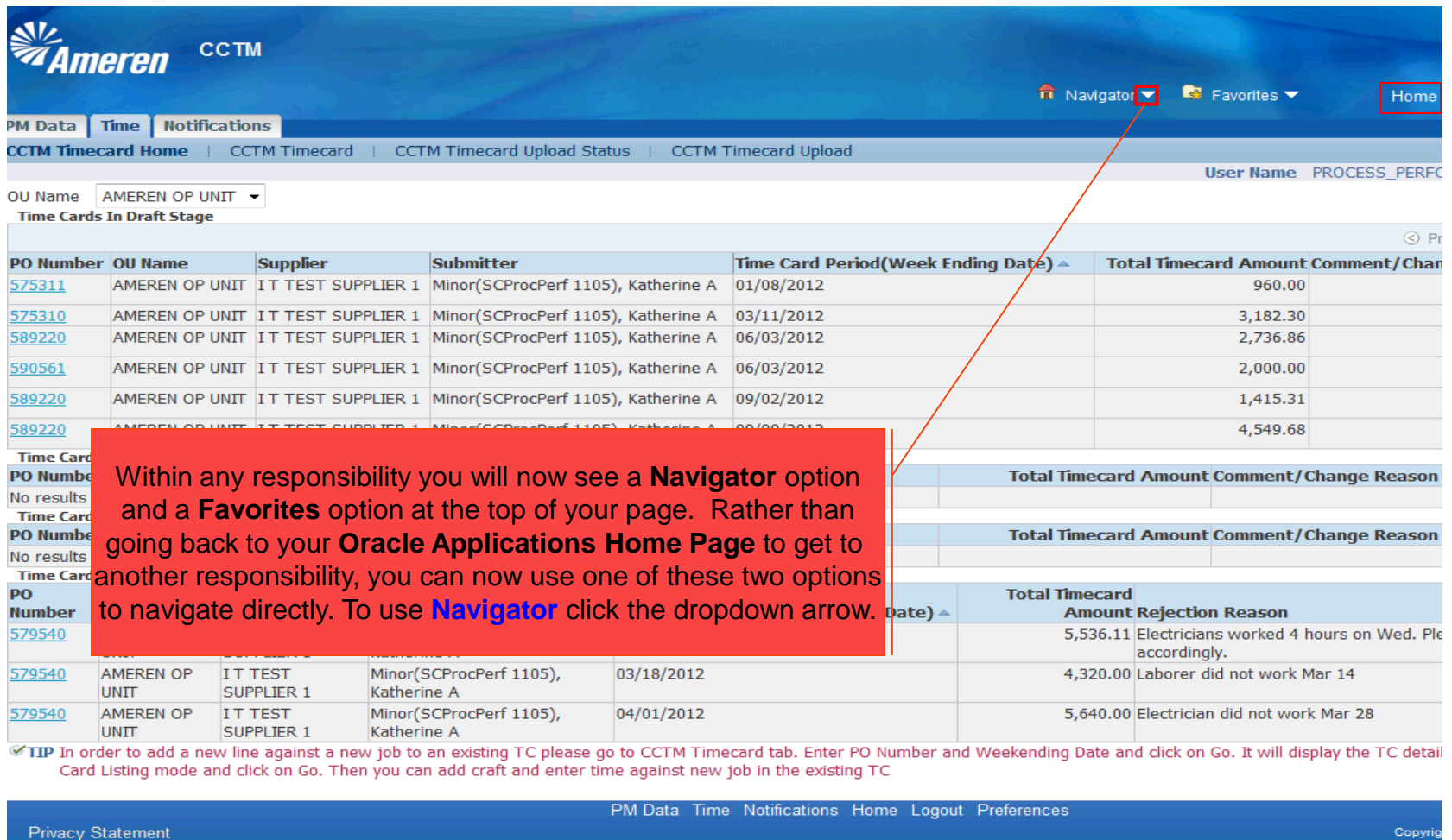
From	Type	Subject
Davis(SCOGenNN), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 618160,0 requires you
Davis(SCOGenNN), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 612412,0 requires you
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 612389,0 requires you
Pallme(SCProcPerf 1105), Tiffany	PO Approval	AMEREN OP UNIT - Standard Purchase Order 610819,0 requires you
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 607365,0 requires you
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 607352,0 requires you
AMPOS Supplier Profile Manager	Error	Order 545184

Within your **Main Menu**, you will click the **+** icon to expand a responsibility. For this example the **AMCCTM Supplier Time Card Super User** responsibility is **expanded**.

Step 3

[illegible]

Step 4



Ameren CCTM

PM Data | Time | Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

User Name PROCESS_PERFC

OU Name AMEREN OP UNIT

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00	
575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/11/2012	3,182.30	
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86	
590561	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,000.00	
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	09/02/2012	1,415.31	
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	08/08/2012	4,549.68	

Time Card

PO Number

No results

Time Card

PO Number

No results

Time Card

PO Number

[579540](#)

[579540](#)

[579540](#)

AMEREN OP UNIT

IT TEST SUPPLIER 1

Minor(SCProcPerf 1105), Katherine A

03/18/2012

04/01/2012

Total Timecard Amount

5,536.11

4,320.00

5,640.00

Electricians worked 4 hours on Wed. Please accordingly.

Laborer did not work Mar 14

Electrician did not work Mar 28

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC detail Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

PM Data Time Notifications Home Logout Preferences

Privacy Statement

Copyright

Step 5

The screenshot shows the Ameren CCTM web application. The top navigation bar includes the Ameren logo, CCTM text, and links for Home, Logout, Navigator, and Favorites. Below this is a secondary navigation bar with tabs for PM Data, Time, and Notifications. The main content area displays a table of time cards with columns for PO Number, OU Name, Supplier, Submitter, and Time Card Period. A red box highlights the 'Rate Card' link in the navigation menu, which is part of the 'CCTM' folder. A red callout box contains the following text:

All of your designated responsibilities will be included in the dropdown list. If you hover over **AMCCTM Supplier Rate Card User**, for example, what branches below on your home page will appear to the right or left. Hover your cursor over the **CCTM Folder**, and click the **Rate Card** link to go directly to the **Rate Card Home Page**.

Below the table, there is a 'Total Timecard Amount' section with a table showing the amount and rejection reason for each time card. The table has columns for 'Total Timecard Amount' and 'Comment/Change Reason'.

Tip: In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

PM Data Time Notifications Home Logout Preferences

Privacy Statement Copyright (c) 2006

Step 6

The screenshot displays the Ameren CCTM web application. The top navigation bar includes the Ameren logo, the text "CCTM", and links for "Navigator", "Favorites" (highlighted with a red box and a red arrow), and "Home". Below the navigation bar, there are tabs for "Rate" and "Notifications". A breadcrumb trail shows "CCTM Rate Home" | "CCTM Rate Search" | "CCTM File Upload Status" | "CCTM Create Rate Card". The main content area is titled "Rate Card Home" and contains three sections: "Rate Cards in Pending Submission Stage", "Rate Cards in Pending Approval Stage", and "Rate Cards in Rejected Stage". Each section has a table with columns: "Rate Card Number", "OU Name", "Rev Num", "Contract Number", "Supplier Name", "Effective From", "Effective To", "Status", and "Rate Card Change Requested". The first two sections show "No results found." The third section shows a table with one row. A red text box is overlaid on the "Rate Cards in Pending Approval Stage" section, containing the text: "You have two options for building a **Favorites** list. While on a page which you would like to add as a favorite, click the **Favorites** dropdown arrow." The bottom of the page features a blue footer bar with links for "Rate", "Notifications", "Home", "Logout", and "Preferences", along with a "Privacy Statement" link and a "Copyright" notice.

Ameren CCTM

Navigator Favorites Home

Rate Notifications

CCTM Rate Home | CCTM Rate Search | CCTM File Upload Status | CCTM Create Rate Card

Rate Card Home

Rate Cards in Pending Submission Stage

Rate Card Number	OU Name	Rev Num	Contract Number	Supplier Name	Effective From	Effective To	Status	Rate Card Change Requested
No results found.								

Rate Cards in Pending Approval Stage

Rate Card Number	OU Name	Rev Num	Contract	Submitted To	Rate Card Change F
No results found.					

Rate Cards in Rejected Stage

Rate Card Number	OU Name	Rev Num	Contract	Submitted To	Rate Card Change F
No results found.					

You have two options for building a **Favorites** list. While on a page which you would like to add as a favorite, click the **Favorites** dropdown arrow.

Rate Notifications Home Logout Preferences

Privacy Statement Copyright

Step 7

The screenshot displays the Ameren CCTM web application. The header includes the Ameren logo and 'CCTM'. Navigation links at the top right include 'Home', 'Logout', and 'Preferences'. A 'Favorites' dropdown menu is open, showing options like 'Invoice', 'CCTM Time Card Home', 'Rate Card Home Page', 'iSupplier Portal Home Page', 'Time Card Inquiry Home', 'Manage Favorites', and 'Add to Favorites'. The 'Add to Favorites' option is highlighted with a red box. Below the menu, there are sections for 'Rate Cards in Pending Submission Stage', 'Rate Cards in Pending Approval Stage', and 'Rate Cards in Rejected Stage', each with a table of data. The footer contains 'Privacy Statement', 'Rate Notifications', 'Home', 'Logout', 'Preferences', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Click the **Add to Favorites** link.

Step 8

The screenshot shows the Ameren S2 eBusiness interface. At the top is the Ameren logo and a navigation bar with links: Home, Logout, Preferences, and Personalize Page. Below the navigation bar is a section titled 'Favorite Information'. This section contains a form with the following fields:

- * Favorite Name: Rate Card Home Page
- Description:
- Responsibility: AMCCTM Supplier Rate Card User
- Application Short Name: XXCCTM

At the bottom right of the form are two buttons: 'Apply' and 'Cancel'. A red callout box points to the 'Apply' button and contains the following text:

You can edit the **Favorite Name** field or leave it as is.
Click the **Apply** button to complete the addition.

Step 9

The screenshot shows the Ameren CCTM web application interface. At the top, the Ameren logo and 'CCTM' are displayed. Navigation links include 'Navigator', 'Favorites', 'Home', 'Logout', and 'Preferences'. Below the navigation bar, there are tabs for 'Rate' and 'Notifications'. The 'Rate' tab is active, showing a breadcrumb trail: 'CCTM Rate Home' | 'CCTM Rate Search' | 'CCTM File Upload Status' | 'CCTM Create Rate Card'. The main content area is divided into three sections: 'Rate Card Home', 'Rate Cards in Pending Submission Stage', and 'Rate Cards in Pending Approval Stage'. Each section has a table with columns: 'Rate Card Number', 'OU Name', 'Rev Num', 'Contract Number', 'Supplier Name', 'Effective From', 'Effective To', 'Status', and 'Rate Card Approver/Submitted To'. The 'Rate Card Home' section shows 'No results found.' The 'Rate Cards in Pending Submission Stage' and 'Rate Cards in Pending Approval Stage' sections also show 'No results found.' A dropdown menu is open from the 'Favorites' link, showing a list of favorite pages: 'Invoice', 'CCTM Time Card Home', 'Rate Card Home Page' (highlighted with a red arrow), 'iSupplier Portal Home Page', and 'Time Card Inquiry Home'. Below the dropdown, there are links for 'Manage Favorites' (highlighted with a red box) and 'Add to Favorites'. At the bottom of the page, there is a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.'


Rate Card Home Page is now included in your **Favorites** list.

Click **Manage Favorites** from any page, update your entire list.

Step 10

The screenshot displays the 'Select Favorites' interface in the Oracle Supplier Portal. At the top, there's a navigation bar with the Ameren logo and links for 'Navigator' and 'Favorites'. Below this, a 'Customize Favorites' section contains a 'Search and Select' area with input fields for 'Function Prompt' and 'Description', and a 'Responsibility' dropdown. A list of favorites is shown below, with columns for 'Select Function Prompt', 'Description', and 'Responsibility'. A dropdown menu is open for the 'Responsibility' field, listing various options. The 'AMCCTM Time Card Inquiry' option is highlighted with a red box. A red callout box with white text points to the 'Responsibility' dropdown, stating: 'Click the **Responsibility** dropdown to add another **Favorite**. For this example **AMCCTM Time Card Inquiry** is clicked.'

Step 11


Navigator
Favorites

Customize Favorites

Function Prompt

Description

Responsibility

AMCCTM Time Card Inquiry

Go

Select Function Prompt	Description	Menu Hierarchy	Responsibility
No search conducted.			

Selected to Display

TIP A favorite may not be updateable if the responsibility from which that favorite was originally added is not a

TIP Only non oracle ebusiness suite links can be set to open in a new window.

Select Favorites:

Remove

Select All


Select None

Select	Up	Down	Favorite	Description	Responsibility	URL
<input type="checkbox"/>			Invoice			https://ebusiness.ameren.com/OA_HTML/OA.jsp?page=/oracle/apps/ap/invoice/request
<input type="checkbox"/>			CCTM Time Card Home		AMCCTM Supplier Time Card Super User	
<input type="checkbox"/>			Rate Card Home Page		AMCCTM Supplier Rate Card User	/OA_HTML/OA.jsp?page=/ameren/oracle/apps/xxcctm/cctm/ratecard/webui/AmrRateCardHomePG&transactionid=1837296524&
<input type="checkbox"/>			iSupplier Portal Home Page	iSupplier Portal Home Page	AMPOS iSupplier Portal Full Access	

Add URL

Click the Go button.

Step 12


Navigator
Favorites
Home
Lo

[Customize Favorites](#)

Function Prompt
Description

Responsibility
AMCCTM Time Card Inquiry
Go

Select Functions:
Add

Select All | Select None

Select Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/> Time Card Inquiry		CCTM	AMCCTM Time Card Inquiry
<input type="checkbox"/> Rate Card Inquiry	Used to display the list of functions as a result of the search	CCTM	AMCCTM Time Card Inquiry
<input type="checkbox"/> CCTM Reports		ports	AMCCTM Time Card Inquiry
<input type="checkbox"/> CCTM View Requests		ports	AMCCTM Time Card Inquiry
<input type="checkbox"/> CCTM Discoverer Reports		ports	AMCCTM Time Card Inquiry

Selected to Display

TIP A favorite may not be updateable if the res
TIP Only non oracle ebusiness suite links can b

Select Favorites:
Remove

Select All | Select None

Move	Description	Responsibility	URL
<input type="checkbox"/> Up Down Favorite	Invoice		https://ebusiness.ameren.com/OA_HTML/OA.jsp?page=/oracle/apps/ap/invoice/reques
<input type="checkbox"/> Up Down Favorite	CCTM Time Card Home	AMCCTM Supplier Time Card Super User	
<input type="checkbox"/> Up Down Favorite	Rate Card Home Page	AMCCTM Supplier Rate Card User	/OA_HTML/OA.jsp?page=/ameren/oracle/apps/xxcctm/cctm/ratecard/webui/AmrRateCardHomePG&transactionid=1837296524&OAMC=7
<input type="checkbox"/> Up Down Favorite	iSupplier Portal Home Page	AMPOS iSupplier Portal Full Access	

Add URL

Choose the **Function Prompt** (the page within that responsibility) to which you would like to navigate and then click the **Add** button.

Step 13

Select Functions:

Select All | Select None

Select Function Prompt	Description	Menu Hierarchy	Responsibility
<input type="checkbox"/> Time Card Inquiry		CCTM	AMCCTM Time Card Inquiry
<input type="checkbox"/> Rate Card Inquiry		CCTM	AMCCTM Time Card Inquiry
<input type="checkbox"/> CCTM Reports		CCTM Reports	AMCCTM Time Card Inquiry
<input type="checkbox"/> CCTM View Requests		CCTM Reports	AMCCTM Time Card Inquiry
<input type="checkbox"/> CCTM Discoverer Reports	Ameren CCTM Query Workbook	CCTM Reports	AMCCTM Time Card Inquiry

Selected to Display

TIP A favorite may not be updateable if the responsibility from which that favorite was originally added is not available from the current server hierarchy or is expired.
TIP Only non oracle ebusiness suite links can be set to open in a new window.

Select Favorites:

Select All | Select None

Move		Favorite	Description	Responsibility	URL
Up	Down				
<input type="checkbox"/>	<input type="checkbox"/>	Invoice			https://ebus
<input type="checkbox"/>	<input type="checkbox"/>	CCTM Time Card Home		AMCCTM Supplier Time Card Super User	
<input type="checkbox"/>	<input type="checkbox"/>	Rate Card Home Page		AMCCTM Supplier Rate Card User	/OA_HTML/OA_HTML.jsp?app=/amr
<input type="checkbox"/>	<input type="checkbox"/>	iSupplier Portal Home Page	iSupplier Portal Home Page	AMPOS iSupplier Portal Full Access	
<input type="checkbox"/>	<input type="checkbox"/>	Time Card Inquiry Home		AMCCTM Time Card Inquiry	

Add URL

Home Logout Preferences

Your **Responsibility** and **Function Prompt** will be added to your **Favorites** list below. Again, you can change the **Favorite** name or leave it as is. For this example, the favorite was changed from **Time Card Inquiry (CCTM)** to **Time Card Inquiry Home**. You can also change the order of your list via the **Move Up/Down** column. Click the **Apply** button.
 * You will be taken to your **Oracle Applications Home Page**.

Step 14

The screenshot displays the Ameren E-Business Suite interface. At the top, the Ameren logo and 'E-Business Suite' text are visible. Below the header, there is a search bar with 'All' selected and a 'Go' button. To the right, there are links for 'Favorites', 'Logout', 'Preferences', and 'Help'. A dropdown menu is open under 'Favorites', showing a list of links: 'Invoice', 'CCTM Time Card Home', 'Rate Card Home Page', 'iSupplier Portal Home Page' (highlighted with a red box), 'Time Card Inquiry Home', and 'Manage Favorites'. A red arrow points from the 'iSupplier Portal Home Page' link to a red text box. The text box contains the instruction: 'Now you can click the **Favorites** dropdown from any page and then click **iSupplier Portal Home Page**, for example.' Below the text box, there is a 'Main Menu' section with a 'Personalize' button and a list of links including 'AMCCTM Supplier Rate', 'AMCCTM Supplier Report', 'AMCCTM Supplier Time', 'AMCCTM Time Card Inquiry', 'AMPON Sourcing Supplier', 'AMPOS iSupplier Portal Full Access', 'AMPOS Supplier Profile Manager', 'Supplier Profile & User Manager', 'Supplier Profile Manager', and 'Supplier Profile Manager (View-only Contact Directory)'. To the right of the 'Main Menu' is a 'Worklist' section. Below the 'Worklist' is a table with columns for 'Name', 'Status', 'Action', and 'Sent'. The table contains several rows of data, including 'Alarcon(SCProcPerf 1105), Victor' and 'AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance'.

Now you can click the **Favorites** dropdown from any page and then click **iSupplier Portal Home Page**, for example.

Name	Status	Action	Sent
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance	04/08/20
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536397,3 requires your acceptance	04/05/20
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535955,1 requires your acceptance	04/05/20
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535939,3 requires your acceptance	04/08/20

Step 15

Ameren iSupplier Portal

Home Orders Shipments Finance Intelligence

Search PO Number Go

Notifications

Subject

AMEREN OP UNIT - Standard Purchase Order 618160	
AMEREN OP UNIT - Standard Purchase Order 612412	
AMEREN OP UNIT - Standard Purchase Order 612389	
AMEREN OP UNIT - Standard Purchase Order 610819.0 requires your acceptance	01/09/2013 11:14:45
AMEREN OP UNIT - Standard Purchase Order 607365.0 requires your acceptance	12/05/2012 14:10:38

Orders At A Glance

PO Number	Description	Order Date
618160	CCTM Training Services	03/11/2013 10:56:03

[Full List](#)

Planning

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

Privacy Statement Home Orders Shipments Finance Intelligence Home Logout Preferences Help Copyright

Step 16

Main Menu

[Personalize](#)

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
- AMCCTM Supplier Time Card User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
- AMPOS iSupplier Portal Full Access
- AMPOS Supplier Profile Manager
- Supplier Profile & User Manager
- Supplier Profile Manager
- Supplier Profile Manager (View-only Contact Directory)

Worklist

From	Type	Subject	Sent	Due
Davis(SCOGenNN), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 618160,0 requires your acceptance	03/11/2013	
Davis(SCOGenNN), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 612412,0 requires your acceptance	01/24/2013	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 612389,0 requires your acceptance	01/24/2013	
Pallme(SCProcPerf 1105), Tiffany	PO Approval	AMEREN OP UNIT - Standard Purchase Order 610819,0 requires your acceptance	01/09/2013	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 607365,0 requires your acceptance	12/05/2012	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 607352,0 requires your acceptance	12/05/2012	
Ahlers(Purchasing 1150), Timothy	PO Approval	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 588000	09/12/2012	
		requires your acceptance	12/15/2011	
		requires your acceptance	09/01/2011	
		ing Standard Purchase	08/31/2011	

Back on your Oracle Applications Home Page your **Worklist** includes notifications of action taken by an Ameren representative and/or action required on your part. You can **sort** the list in **ascending** and **descending** order for any column. To view the most recent notifications, click the **Sent** column. The page will refresh and your **Worklist** will be sorted in ascending order.

Step 17

Ameren E-Business Suite

Enterprise Search: All [Go] Search Results Display Preference: Standard Logged In As: PROCESS_PERFORMANCEGROUP@AMEREN.CO

Oracle Applications Home Page

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable) **Personalize**

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
 - Change Password
 - CCTM
- AMCCTM Supplier Time Card User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
- AMPOS iSupplier Portal Full Access
- AMPOS Supplier Profile Manager
- Supplier Profile & User Manager
- Supplier Profile Manager
- Supplier Profile Manager (View-only Contact Directory)

Worklist

Personalize "Worklist"
Personalize "Notifications Worklist Function"

Personalize "Notification List"

From	Type	Subject	Sent	Due
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Contract Purchase Agreement 535765,0 requires your acceptance	03/21/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535955,1 requires your acceptance	04/05/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536397,1 requires your acceptance	04/05/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536397,3 requires your acceptance	04/05/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536916,3 requires your acceptance	04/08/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536123,2 requires your acceptance	04/08/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536074,1 requires your acceptance	04/08/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535939,3 requires your acceptance	04/08/2011	

Full List

Click the **Sent** column again to sort your **Worklist** by most recent sent date.

Step 18

Ameren E-Business Suite

Enterprise Search: All [Go] Search Results Display Preference: Standard [v]
Logged In As: PROCESS_PERFORMANCEGROUP@AMEREN.CO

Oracle Applications Home Page

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable) [Personalize]

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
 - Change Password
 - CCTM
- AMCCTM Supplier Time Card User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
- AMPOS Supplier Portal Full Access
- AMPOS Supplier Profile Manager
- Supplier Profile & User Manager
- Supplier Profile Manager
- Supplier Profile Manager (View-only Contact Directory)

Worklist

Personalize "Notifications Worklist Function"

Personalize "Notification List" [Full List]

From	Type	Subject	Sent	Due
Davis(SCOGenNN), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 618160,0 requires your acceptance	03/11/2013	
Davis(SCOGenNN), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 618160,0 requires your acceptance	01/24/2013	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 618160,0 requires your acceptance	01/24/2013	
Pallme(SCProcPerf 1105), Tiffany	PO Approval	AMEREN OP UNIT - Standard Purchase Order 610819,0 requires your acceptance	01/09/2013	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 607365,0 requires your acceptance	12/05/2012	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 607352,0 requires your acceptance	12/05/2012	
Ahlers(Purchasing 1150), Timothy	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 598099	09/12/2012	
Offerman(Purchasing 645), Kenneth	PO Approval	AMEREN OP UNIT - Standard Purchase Order 566605,0 requires your acceptance	12/15/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536824,3 requires your acceptance	09/01/2011	

To view a notification click the **Subject** link.

Step 19

The screenshot displays the Ameren E-Business Suite interface. At the top, the Ameren logo and 'E-Business Suite' text are on the left. On the right, there are links for 'Home', 'Logout', 'Preferences', and 'Help'. Below this, a navigation bar contains 'Navigator' and 'Favorites' dropdown menus, both highlighted with red boxes. A red line connects the 'Navigator' box to the 'Accept' and 'Reject' buttons in the top right. Below the navigation bar, a message header reads 'AMEREN OP UNIT - Standard Purchase Order 618160,0 requires your acceptance'. The message body includes a 'From' field with 'Davis(SCOGenNN), James', a 'To' field with 'I T TEST SUPPLIER 1', a 'Sent' field with '03/11/2013 10:56:59', and an 'ID' field with '15148570'. A line of text says 'Please review the purchase order and any other document attached to this message.' Below the message body is a 'References' section with a 'PDF Document' link highlighted by a red box. A red line connects this link to the 'Accept' and 'Reject' buttons in the bottom right. At the bottom left, there is a 'Return to Worklist' link and a 'Privacy Statement' link. At the bottom right, there are 'Accept' and 'Reject' buttons and a copyright notice: 'copyright (c) 2006, Oracle. All rights reserved.'

This notification indicates a Purchase Order (PO) has been created and requires your acceptance. You can view the PO details here, using the **PDF Document** link, and take action to **Reject** or **Accept** without navigating to **iSupplier Portal**. If you take action from the notification, it will drop from your **Worklist**. Alternatively, you can consider this a prompt to go to **iSupplier Portal** (using the **Navigator** or the **Favorites** function), view the PO details and take action within the application.

Step 20

Ameren E-Business Suite

Enterprise Search: All Search Results Display Preference: Standard [Preferences](#) [Help](#)

Oracle Applications Home Page

Logged In As **PROCESS_PERFORMANCEGROUP@AMEREN.COM**

Main Menu


- AMCCTM Supplier Rate Card User
 - CCTM Discoverer Reports
 - Change Password
- CCTM
 - Rate Card
 - Notifications
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
 - Change Password
 - CCTM
 - PM Data
 - Time Card
 - Notifications
- AMCCTM Supplier Time Card User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
- AMPOS iSupplier Portal Full Access
- AMPOS Supplier Profile Manager
- Supplier Profile & User Manager



Worklist

From	Type	Subject	Sent	Due
Ahlers(Purchasing 1150), Timothy	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 598099	09/12/2012	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance	04/08/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536397,1 requires your acceptance	04/05/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Contract Purchase Agreement 535765,0 requires your acceptance	03/31/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536916,3 requires your acceptance	04/08/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance	04/05/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance	04/08/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance	09/01/2011	
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance	04/05/2011	
Bishop(PPMC), Sherry	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 545184	08/30/2011	
Bishop(PPMC), Sherry	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 545184	08/30/2011	

To manage multiple notifications at once click the **Full List** button.

Step 21


E-Business Suite

 Navigator ▼
  Favorites ▼
 Home Logout Preferences Help

[Oracle Applications Home Page >](#)

Worklist

View Open Notifications ▼ Go

Select Notifications: Open Reassign Close

[Select All](#) | [Select None](#)

Select From	Type	Subject	Sent	Dr
<input type="checkbox"/> Ahlers(Purchasing 1150), Timothy	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 598099	09/12/2012	
<input checked="" type="checkbox"/> Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535761,6 requires your acceptance	04/08/2011	
<input checked="" type="checkbox"/> Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance	04/08/2011	
<input checked="" type="checkbox"/> Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536916,3 requires your acceptance	04/08/2011	
<input checked="" type="checkbox"/> Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536397,3 requires your acceptance	04/05/2011	
<input type="checkbox"/> Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535955,1 requires your acceptance	04/05/2011	
<input type="checkbox"/> Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535939,3 requires your acceptance	04/08/2011	
<input type="checkbox"/> Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 535765,0 requires your acceptance	03/31/2011	
<input type="checkbox"/> Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536824,3 requires your acceptance	09/01/2011	
<input type="checkbox"/> Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536397,1 requires your acceptance	04/05/2011	
<input type="checkbox"/> Bishop(PPMC), Sherry	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 545184	08/30/2011	
<input type="checkbox"/> Bishop(PPMC), Sherry	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 545184	08/30/2011	
<input type="checkbox"/> Bishop(PPMC), Sherry	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 544675	08/31/2011	
<input type="checkbox"/> Bishop(PPMC), Sherry	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 544675	08/31/2011	
<input type="checkbox"/> Bishop(PPMC), Sherry	PO Approval Error	Document Manager Failed With Error Number 3 while processing Standard Purchase Order 545184	08/31/2011	
<input type="checkbox"/> Davis(SCOGenNN), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 612412,0 requires your acceptance	01/24/2013	
<input type="checkbox"/> Davis(SCOGenNN), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 618160,0 requires your acceptance	03/11/2013	
<input type="checkbox"/> Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 607352,0 requires your acceptance	12/05/2012	
<input type="checkbox"/> Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 612389,0 requires your acceptance	01/24/2013	

Within the **Full List**, choose the notifications you would like to manage by clicking the **Select** box next to each. Click the **Open** button.

Step 22

The screenshot displays the Ameren E-Business Suite interface. At the top, the Ameren logo and 'E-Business Suite' text are on the left, while navigation links like 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help' are on the right. Below the header, a breadcrumb trail shows 'Oracle Applications Home Page > Worklist >'. The main notification area is titled 'AMEREN OP UNIT - Standard Purchase Order 535761,6 requires your acceptance'. It includes a progress indicator 'Step 1 of 4' with a 'Next' button, and two action buttons: 'Accept' (highlighted with a red box and a red arrow) and 'Reject'. The notification body contains the following details:

From: **Alarcon(SCProcPerf 1105), Victor**
To: **IT TEST SUPPLIER 1**
Sent: **04/08/2011 13:37:08**
ID: **13383457**
Please review the purchase order and any other document attached to this message.

Below the notification, there is a 'References' section with a link to a 'PDF Document'. At the bottom of the notification area, there is a 'Return to Worklist' link. The footer of the interface includes 'Home Logout Preferences Help' links and a 'Privacy Statement' link on the left, and a copyright notice 'Copyright (c) 2008, Oracle. All rights reserved.' on the right.

Again, you can take action within the notification.
by clicking the **Accept** button.

Step 23

The screenshot displays the Ameren E-Business Suite interface. At the top, the header includes the Ameren logo and 'E-Business Suite' text. Navigation links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help' are visible. Below the header, a breadcrumb trail shows 'Oracle Applications Home Page > Worklist >'. The main content area features a notification titled 'AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance'. This notification includes a 'Back' button, 'Step 2 of 4', a 'Next' button, and 'Accept'/'Reject' options. The email details for the notification are: From: Alarcon(SCProcPerf 1105), Victor; To: IT TEST SUPPLIER 1; Sent: 04/08/2011 13:34:58; ID: 13383454. A red box highlights the 'Back' and 'Next' buttons, with a red arrow pointing to a text box that explains their function. The text box states: 'When your action is complete, you will be taken to the next chosen notification. You can also click the Next button or the Back button to review additional notifications on your chosen list, without taking action.' Below the notification, there is a 'References' section with a link to a 'PDF Document' and a 'Return to Worklist' link. The footer contains a 'Privacy Statement' link and a copyright notice for Oracle 2008.

Ameren E-Business Suite

Oracle Applications Home Page > Worklist >

AMEREN OP UNIT - Standard Purchase Order 535953,1 requires your acceptance

From: **Alarcon(SCProcPerf 1105), Victor**
To: **IT TEST SUPPLIER 1**
Sent: **04/08/2011 13:34:58**
ID: **13383454**
Please review the purchase order and any other document attached to this message.

References

[PDF Document](#)

[Return to Worklist](#)

[Privacy Statement](#)

Copyright (c) 2008, Oracle. All rights reserved.

When your action is complete, you will be taken to the next chosen notification. You can also click the **Next** button or the **Back** button to review additional notifications on your chosen list, without taking action.